

Management System: Requirements Management

Subject Area: Document Control Management

Exhibit 1: Management System Description (MSD) Template Instructions

Issue Date: 08/21/2014
CBC MS Revision: 1

This Environmental Management Consolidated Business Center (EMCBC) Management System Description Template (Microsoft Word) provides the structure for documenting your Management System. Copy the template into a local folder on your computer.

NOTE: Specific citations of requirements or references should **not** be included in the text of an MSD. This information is included in Section 3.1 and 3.2 of the Subject Area Description (SAD).

A. Header Information

This section identifies the Management System Title, Management System Owner, Secondary Management System Owner, and Point of Contact.

B. Content Information

1.0 Purpose

Provide a concise statement of why the Management System exists (i.e., what it provides to the EMCBC).

2.0 Responsibilities

List all management and staff positions within the Department of Energy (DOE) and the EMCBC that have defined responsibilities within the Management System. Any committees and councils that are involved in the operation of the Management System should also be identified.

COLUMN Format

Example: Director	List Specific Responsibilities

1. In the first column list:
 - o EMCBC senior management positions that have a role in the operation of the Management System.
 - o The management position with overall responsibility for the Management System.
 - o Staff position(s) responsible for developing, operating, and using the Management System to ensure it meets the needs of the EMCBC.
 - o Any DOE positions outside of the EMCBC that have responsibilities related to this Management System (e.g., DOE Procurement Executive, DOE Chief Financial Officer).
 - o Any committees and councils the Management System uses to guide and implement its processes.
2. In the second column, describe the specific responsibilities of each position as they relate to the Management System.

3.0 Management System Operation

This section provides an overall description of the Management System and how it operates within the EMCBC. It is divided into two subsections as described below:

3.1 Overview

Use the Overview subsection to give the reader an overall understanding of the scope and functions/services of the Management System and how they are implemented within the EMCBC.

Example:

The EMCBC implements environment, safety, and health programs and activities to protect its workers, the public, and the environment, utilizing the principles and functions of ISM. EMCBC staff: 1) ensure that applicable ES&H requirements are followed by EMCBC personnel; 2) ensure that appropriate ES&H requirements are placed into contracts; 3) provide oversight of contractor ES&H work planning and controls; 4) integrate continuous feedback and improvement mechanisms into their work; and 5) perform the necessary oversight/assessments of both the Federal staff and contractors.

3.2 Key Functions/Services and Processes

Describe the key functions and services included in the scope of and necessary to implement the Management System. Further subsections may be added if necessary.

Consider the following when describing key functions/services:

- Identify broad topical categories that encompass but are not limited to Subject Areas and procedures. This section is tied to internal and external requirements, including best business practices and management directions that govern the Management System.
- Describe functions of the Management System that do **not** require Subject Areas or Program Descriptions.

NOTE: Functions and services that do not require Subject Areas can still be a key component to the operation of the Management System and to ensuring that requirements/best business practices are addressed efficiently and with minimal risk to the organization.

- Not all functions crosscut organizational units and therefore do not justify development of a Subject Area. Some functions may be carried out solely within one office and those functions are documented locally using Desktop Procedures or other internal task control mechanisms. This does **not** diminish the need for identifying the function in this section.

4. On the final page, add “EMCBC Record of Revision”

EMCBC RECORD OF REVISION

DOCUMENT TITLE: XXXXXXXXXXXXXXXXXXXX

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; **NOTE:** (Stay in Final markup mode; go to Show Markup right below, click on pull down & uncheck everything except for Insertions and Deletions {go to Reviewers make sure those stay checked}). You can then save it, or pdf it etc....or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision on Pages</u>	<u>Date</u>
X	Example: Initial Document		XX/XX/XX

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EMCBC RECORD OF REVISION

DOCUMENT TITLE: Management System Description **Template**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

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Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Description of Procedure Template	All	7/26/12
1	Updated 1.0	All	8/21/14